



City of Las Vegas  
Parks and Recreation  
Municipal Sports Unit

PRE EVENT INFORMATION FORM AND FIELD USE SCHEDULE

PLEASE REVIEW THE FOLLOWING ON TIME THAT LIGHT FEES WILL BE ASSESSED ACCORDING TO FIELD USE AND THE FOLLOWING MONTHLY SCHEDULE:  
MARCH-APRIL: 6PM \*\* MAY-AUGUST: 7PM \*\* SEPTEMBER: 6PM \*\* OCTOBER: 5PM \*\* NOVEMBER – JANUARY: 4PM \*\* FEBRUARY: 5PM

SPORTING EVENT NAME:

DATE												
COMPLEX												
FIELD #'S												
TIME REQUESTED	SET UP/ TEAR DOWN SCHEDULE	EVENT FIELD USE SCHEDULE	REQUESTED LIGHTS SCHEDULE	SET UP/ TEAR DOWN SCHEDULE	EVENT FIELD USE SCHEDULE	REQUESTED LIGHTS SCHEDULE	SET UP/ TEAR DOWN SCHEDULE	EVENT FIELD USE SCHEDULE	REQUESTED LIGHTS SCHEDULE	SET UP/ TEAR DOWN SCHEDULE	EVENT FIELD USE SCHEDULE	REQUESTED LIGHTS SCHEDULE
6AM – 7AM*												
7AM – 8AM												
8AM-9AM												
9AM-10AM												
10AM-11AM												
11AM-12PM												
12PM-1PM												
1PM-2PM												
2PM-3PM												
3PM-4PM												
4PM-5PM												
5PM-6PM												
6PM-7PM												
7PM-8PM												
8PM-9PM												
9PM-10PM												
10PM-11PM												
11PM-12PM*												

\*FIELD USE BEFORE 7AM AND PAST 11PM REQUIRES PRIOR MANAGEMENT APPROVAL.

PLEASE USE THIS SPACE FOR ADDITIONAL COMMENTS AND ANY BACKSTOP INSTRUCTIONS RELEVANT TO THE DATE AND FIELDS LISTED ABOVE.

I ATTEST BY SIGNING BELOW THAT THE SUBMITTED SCHEDULE IS ACCURATE AND I AM AN AUTHORIZED SIGNER FOR THE ORGANIZATION HOSTING THIS SPORTING EVENT:

AUTHORIZED ORGANIZATION REPRESENTATIVE’S SIGNATURE

DATE:

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